



# Guide to Relocating a Building in the Ruapehu District



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# Introduction

If you are thinking about relocating a second hand house onto a site within the District this document contains the relevant Council information to help you on your way.

The document contains information on:

- » The Building Consent Requirements.
- » The District Plan Requirements.
- » Roding Requirements.
- » Best Practice Advice.

Note: This guidance **does not** apply if you are:

- » Relocating a brand new house.
- » Moving a house within the same site.
- » Relocating a building that has not previously been used as a house.

If you want advice on any of the above, please feel free to contact Council's Resource Management Team and we can explain the process to you.

## Before You Start ... Check your Certificate of Title

On some properties, there are covenants preventing second-hand houses being placed on the site. Check that there are no restrictions that would prevent you relocating a house to the site.

## Contact Details

Please feel free to come in and meet with Council staff, who are more than happy to sit down and discuss your proposal.

	Taumarunui	Ohakune	Raetihi
<b>Location</b>	59 Huia Street	37 Ayr Street	Cr Duncan/Seddon Streets
<b>Phone (24 hour)</b>	07 895 8188	06 385 8364	06 385 4447
<b>Fax</b>	07 895 3256	06 385 8628	06 385 4014
<b>Opening Hours</b>	8.00am - 5.00pm Mon-Fri	8.00am - 5.00pm Mon-Fri	8.30am - 4.00pm Mon, Wed, Fri 8.30am - 3.00pm Tue, Thu
<b>Postal</b>	Private Bag 1001, Taumarunui 3946		
<b>Email</b>	<a href="mailto:info@ruapehudc.govt.nz">info@ruapehudc.govt.nz</a>		
<b>Website</b>	<a href="http://www.ruapehudc.govt.nz">www.ruapehudc.govt.nz</a>		
<b>Facebook</b>	<a href="http://www.facebook.com/ruapehudc">www.facebook.com/ruapehudc</a>		

# Building Consent Requirements

You will need to apply for a building consent. The application is normally submitted on your behalf by a designer, draughtsman or architect.

For Relocated Buildings, the focus of the application is on ensuring that the foundations are appropriately designed for the site and that there are appropriate services (water supply, stormwater and wastewater). Note: a Licensed Building Practitioner will need to be employed to undertake these works.

You will also need to include a site plan with the building consent application (see example on page 6).

## Geotechnical Report

In many locations throughout the District, a Geotechnical report will be required to show that the design of the foundations is suitable for the site. Please contact the Building Department if you are unsure if a report is required.

## Services

In relation to services, if the site is located within an urban area you will need to connect to the available services (water, wastewater and stormwater).

Note that, in some areas, there are limited Council services. For example:

- » In Rangataua, there is no public water supply and you will therefore need to install a potable water supply for the house (eg, a water tank).
- » In Owhango there is no public wastewater system. As such, a complying wastewater disposal system would need to be installed.

If the site is located in a rural area, you will need to provide a potable water supply for the house and a wastewater disposal system.

In terms of potable water supply, your plumber will be able to provide recommendations on the best options for the site.

In relation to wastewater, there are new standards on the design of domestic wastewater disposal systems. Horizons Regional Council will be able to advise you on the relevant standards, or talk to an approved on-site wastewater system designer (Council can provide contact details for local installers).

## Forms and Fees for the Building Consent Application

At the back of this pack you will find:

- » Building Consent Form.
- » Building Consent Fees.
- » Fees for Connections to Council Services.
- » Development Contribution Fees.

Please contact Council's Building Control team for more information on Building Consent requirements.



# Building Consent Requirements

## Building Consent: Other Things to Think About

Please note that if you are intending to install a fire in the house, it is worth applying for the fire Consent at the same time, along with any other works that will require building consent. For example, if you are installing a new bathroom or removing any load-bearing walls. Advice on what works require a building consent can be found at <http://building.govt.nz/handc-the-building-process>

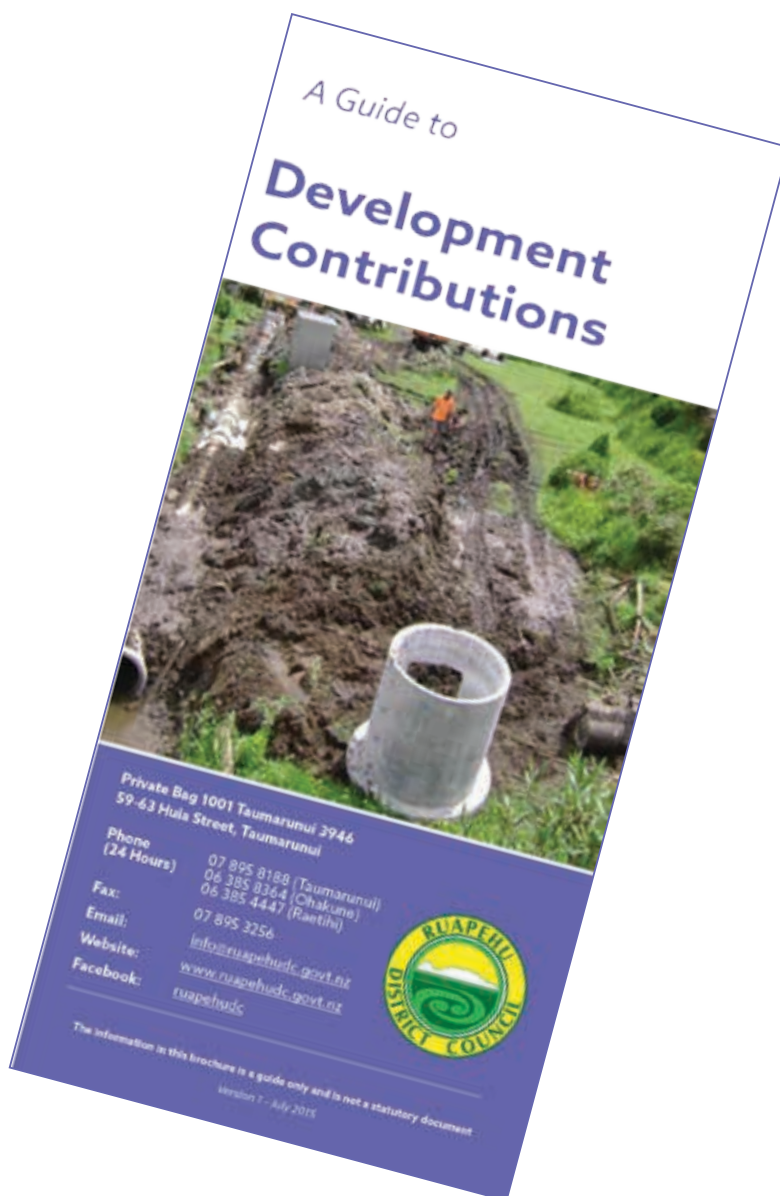
It will save money if you apply for all of these works at the same time.

## Removing the Building from a Site

Most people purchase a relocated building from a relocated building company. However, if you are relocating a building from an existing site within the Ruapehu District, it is recommended that you apply for a demolition consent from Council. The consent ensures that the site is left in a clean and tidy condition, all services are capped and rates are adjusted accordingly.

## Development Contributions

You may also need to pay a development contribution for the new dwelling. Information on development contributions is also included in this pack.

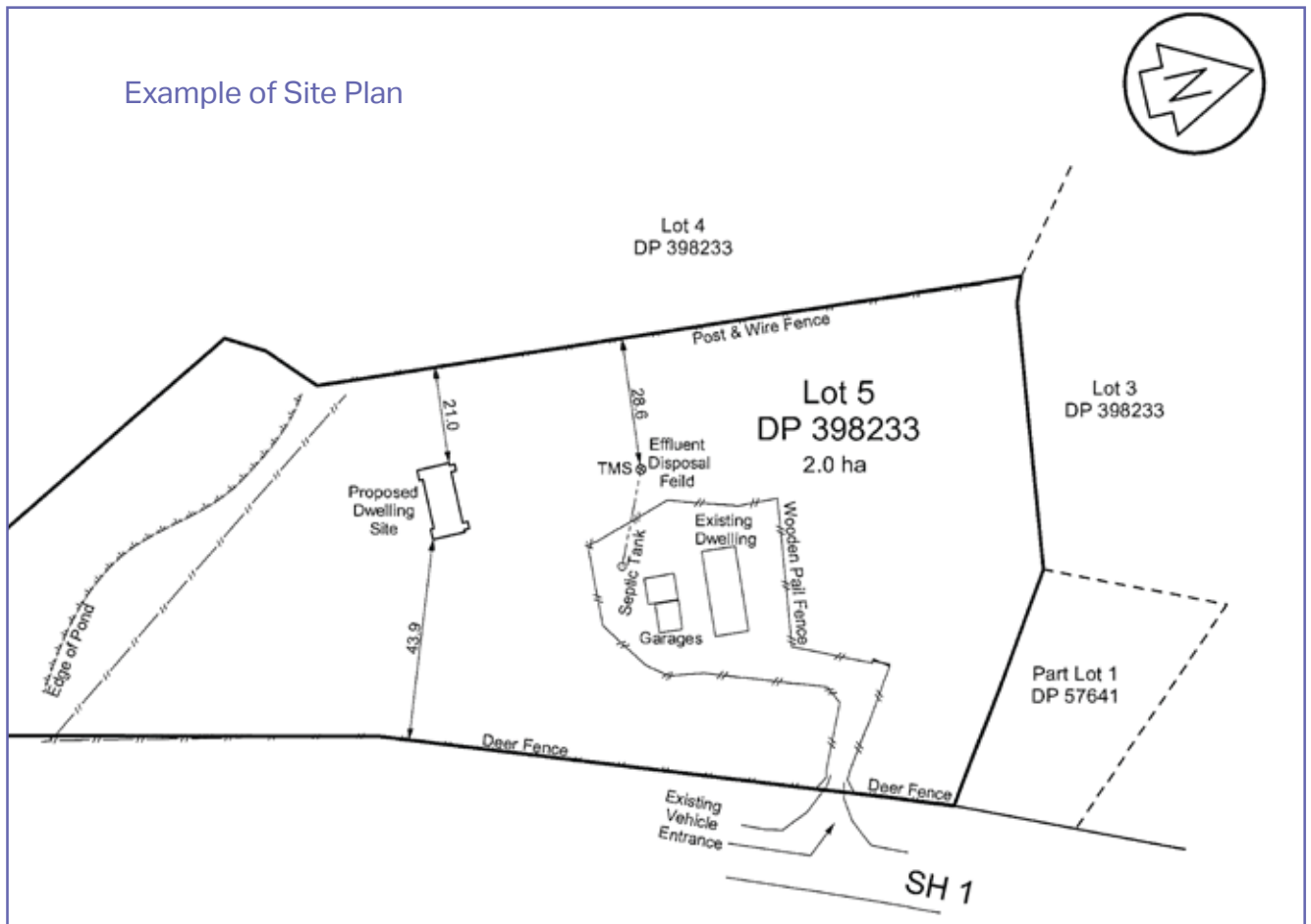


# Site Plans

All building consent applications need to include a site plan.

The site plan needs to show:

- » The boundaries of your site (your site plan will match the plan on your Certificate of Title).
- » Where the works are proposed and specify the distances to boundaries.
- » Where the vehicle access to the site is and, if the activity is new, where the car parking and manoeuvring areas area.
- » Location of any other buildings on site.
- » The location of any streams, rivers and native bush.
- » Any high voltage power lines crossing the site.
- » Any easements over the site, eg, if there is a stormwater or wastewater easement staff need to see where the easement is and check that any buildings are clear of the easement.
- » The site plan needs to be drawn to scale (eg, 1:200, 1:500).





# District Plan Requirements

The following rules need to be considered when you are relocating a building:

- » Relocated Building Rules.
- » Zone Rules, eg, Residential, Commercial, Rural, etc.
- » Car Parking and Vehicle Access Rules
- » NES Soil (these are rules that aim to ensure that new buildings are not located in areas where there is the potential for historical soil contamination).

## Relocated Buildings Rules

The Relocated Buildings Rules aim to ensure that:

- » The outside of any relocated building is reinstated within a reasonable timeframe.
- » That there is adequate insulation and heating within the building.

A bond is also required to ensure that the external building works are completed within the 12 month timeframe.

The District Plan therefore requires that the following information is submitted at the same time as the building consent is lodged:

- » Building Pre-Inspection Report.
- » Bond Agreement.
- » Bond.

Copies of these documents are included in this pack and need to be lodged with the Building Consent application.

## Building Pre-Inspection Report

The Building Pre-Inspection Report needs to be completed by a Licensed Building Practitioner or a Building Inspector. They must use Council's template (a copy is included in this pack or an electronic version is available on Council's website).

The report identifies the work that needs to be done to the building to bring it back up to a reasonable standard. The intention is that the house is reinstated to a similar standard to that of the surrounding buildings.

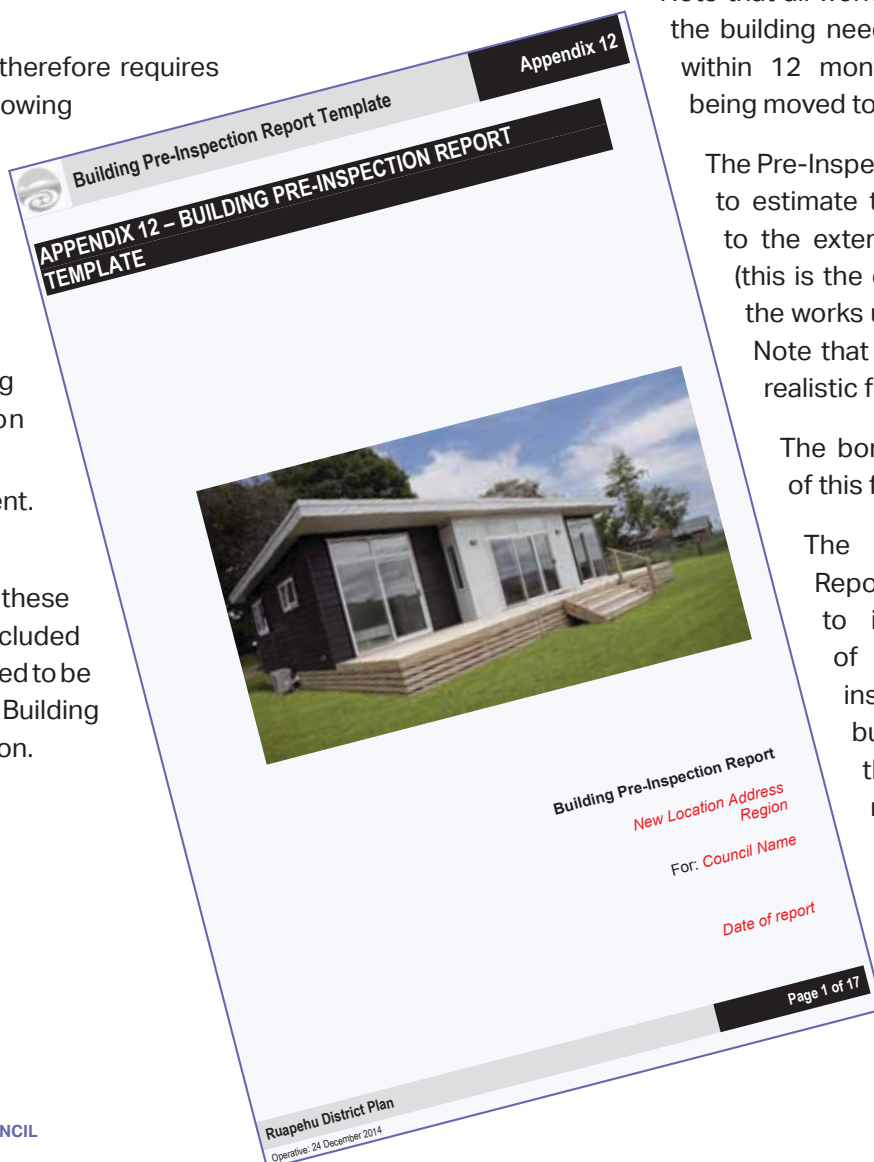
The person filling out the report needs to clearly specify what works need to be done to the building. This is so that when Council checks the building before the bond is returned there is no ambiguity as to what works need to be undertaken (and therefore whether the bond can be returned).

Note that all works to the outside of the building need to be completed within 12 months of the house being moved to site.

The Pre-Inspection Report needs to estimate the value of works to the exterior of the building (this is the cost of completing the works using a contractor). Note that this needs to be a realistic figure.

The bond payable is 50% of this figure.

The Pre-Inspection Report also needs to identify the level of insulation to be installed in the building. To avoid the need for resource consent insulation needs to be installed:



# District Plan Requirements

- » Under the floor with a R Value of R1.3.
- » In ceiling with an R Value of R3.3.

If insulation cannot be installed in these areas (eg, if you have a skillion roof) you can submit a resource consent application to Council for an exemption. However, you will need to compensate for this (eg, by providing insulation in other areas (eg, walls or double glazing)).

The report also needs to specify the Primary Heat Source used to heat the building. This may include:

- » Heat pump.
- » Flued gas heater.



- » Wood burner, multifuel heater, pellet heater, wood or coal range/stove – which complies with the Resource Management (National Environmental Standards for Air Quality) Regulations 2004.

Both you and the person who undertakes the Pre-Inspection Report will need to sign it.





# District Plan Requirements

## Bond Agreement

The Bond agreement needs to be signed. You will also need to:

- » Print two copies of the bond agreement.
- » Read the document.
  - Note that, as part of the bond agreement, any monitoring and administration costs incurred by Council associated with the reinstatement of the building will be deducted from the bond prior to it being returned.
- » On both copies:
  - Insert the date on the first page.
  - Insert your name in the two greyed out areas.
  - Insert your postal address for all correspondence under clause 8.1.
  - Sign the bond agreement (last page).
  - Submit both copies of the agreement to Council with the Pre-Application Report when you lodge your Building Consent application.
  - Council will then sign the agreement and return one copy to you.

## Why is a Bond Required?

The bond needs to be paid to Council to ensure that the external works to the building are undertaken within 12 months of the house being moved on to the site. Council has had problems in the past with relocated buildings being left unfinished for years and this has resulted in complaints from neighbours.

## How Much is the Bond?

The value of the bond is 50% of the cost of reinstating the outside of the house. This is based on the cost of using a contractor to undertake these works.

## How do you Pay the Bond?

The bond can either be paid by:

- » Cheque made out to Ruapehu District Council.
- » Internet Banking

Log on to your internet banking site and select Ruapehu District Council from your bill options. Use the following details for your references:

Particulars: Full name with no spaces (max 12 characters) for example: bloggsjoe .

Reference: RelocateBond

Our bank account details are:

Ruapehu District Council  
Bank of New Zealand  
Taumarunui Branch  
02-0424-0150061-00

## What happens to the Bond?

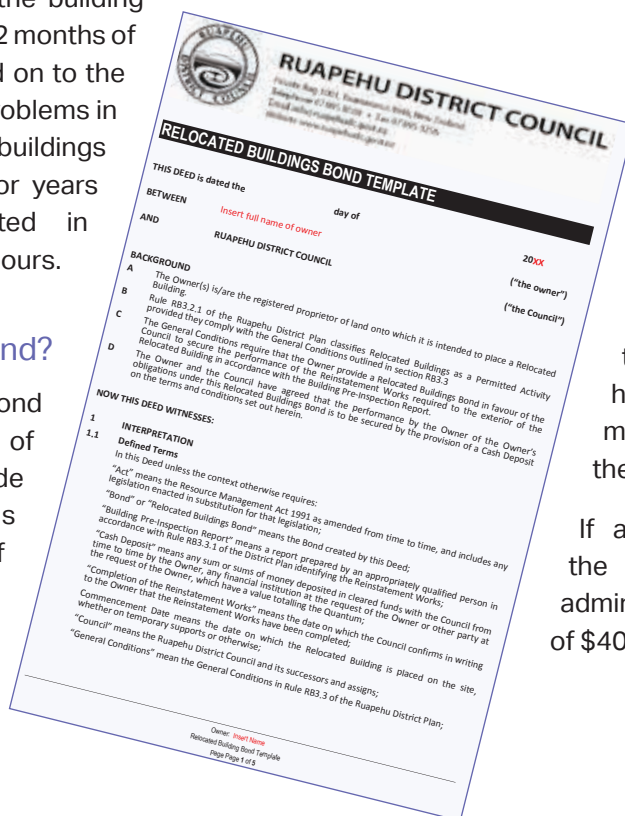
Should the works to the outside of the building not be completed within 12 months, Council can choose to employ a contractor to undertake the works, using the bond money.

In practice, Council would only use the bond as a last resort.

## When is the Bond returned?

After 12 months, Council will contact you and visit the site to check if all the works to the house have been completed. If the works have been completed, the bond is returned. Please note, however, that administration and monitoring costs are deducted from the bond before it is returned.

If all works are completed before the first monitoring site visit the administration costs will be in the order of \$400.



# District Plan Requirements

## District Plan Rules – Zone Rules

Check location and use of building meets the relevant Zone Rules in the District Plan

The house also needs to meet the normal District Plan Rules. A copy of the relevant Zone rules is included in this pack. Please double check that the rules included are the correct rules for the site, ie, if your property is in the Residential Zone, check that a copy of the Residential Zone Rules are included.

The Rules differ from Zone to Zone, but cover matters such as:

- » Yard Setbacks.
- » Height.
- » Number of dwellings allowed on a site.
- » Use of the Building.

The building consent application will need to show whether the building complies with these rules.

Note that, if the house will not meet the District Plan Rules, you will need to apply for a resource consent. Contact Council's Resource Management Team who can give you advice around resource consents. For minor issues the resource consent process is quite simple and not expensive.

## District Plan Rules – Car Parking and Vehicle Access

Both the car parks and the vehicle access need to meet the District Plan Rules

### *Car Parking Requirements*

There are also requirements for car parking and around the design and location of car parks.

### *Number of Car Parks Required*

If the house is being used as a dwelling, two car parking spaces are required.

If the house is being used for visitor accommodation (eg, rented out on Book-a-Bach), the number of car parks required is calculated as follows:

- » 1 car park plus 1 per 3 staff plus either:
  - 1 per 4 guests.
  - 1 per room.

whichever is the greater.

### *Vehicle Access Requirements*

Where a new vehicle access is proposed the design and position of the access will need to meet the District Plan Standards. These standards are designed to ensure the access is safe and is appropriate for the use.



Example of Vehicle Crossing

# District Plan Requirements

Council's Land Transport Bylaw requires that any existing vehicle accessways are maintained. This is to ensure that, over time, accessways do not become dangerous due to lack of maintenance. As such, one of the checks that Council does when it receives an application for a relocated building is to check the standard of the vehicle access. If it is in poor condition or below standard you will need to upgrade it to meet the current standards.



## NES Soil

*You need to check that the site has not been contaminated by previous uses.*

The NES Soil requires that applicants undertake checks to ensure that new dwellings are not located in areas where there is the potential for historic soil contamination which could affect occupants health.

In rural areas the more common activities that may have caused contamination include:

- » Sheep dips.
- » Areas where fertilisers and pesticides have been stored in bulk.
- » Areas where fuels have been stored in bulk.
- » Land that has been used for market gardening.
- » Land where wood treatment has occurred.



In urban areas the more common activities that may have caused contamination include:

- » Service stations.
- » Vehicle and engineering workshops.
- » Drycleaners.
- » Sites which have previously had buildings with deteriorated asbestos.

The full Hazardous Activities and Industries List is included in this pack.

Whether the NES will apply to your site is assessed on a case-by-case basis. Contact Council's Resource Management Team for more information.



# Roading - Street Damage Bond

*A road damage bond is required to minimise the risk of the moving truck damaging the road network*

An additional bond is also required to be paid before the house is transported to site. The bond is currently set at \$5,300, including an administration fee of \$300. These charges are required to ensure that the truck does not damage the roading network (eg, bridges, footpaths etc). Council carries out a check of the route on local roads prior to the move and again afterwards to pick up any damage that may have been caused to the roading network as a result of the move. It is important that you advise Council of the date of the relocate and the route the house will be moved along.

Please note that it is the owners' responsibility to fill in this form and pay the bond. It is not carried out by the relocation company.

The bond, less the administration fee, is returned within two weeks of the house being moved onto the site, assuming that there is no damage to the road network. If there is minor damage that can be repaired by the applicant, the applicant may be offered the chance to reinstate it themselves. For more substantial damage, Council will obtain a quote to repair it and advise the applicant. The works will be completed and deducted from the bond.

The administration fee covers the cost of inspecting the route and administration.

The form is included in this pack.

**RUAPEHU DISTRICT COUNCIL**  
Private Bag 3000, Turangi-motu 3104, New Zealand  
Telephone 07 830 5388 or 06 385 8364  
Email info@ruapehu.govt.nz  
Website www.ruapehu.govt.nz

### Relocation Building Application Form

#### Street Damage Bond Application

**Applicant Details**  
Name: \_\_\_\_\_  
Address: \_\_\_\_\_  
Contact Phone: \_\_\_\_\_

**Relocation Addresses**  
Relocate From: \_\_\_\_\_ Street \_\_\_\_\_  
Relocate To: \_\_\_\_\_ Street \_\_\_\_\_  
Date of Relocation: \_\_\_\_\_

**Details of Route**  
Please supply a detailed description of the route to be taken within the Ruapehu District (also attach a map)  
\_\_\_\_\_ (insert Building Consent No.)

**Removal Company**  
Company Name: \_\_\_\_\_  
Contact Name: \_\_\_\_\_  
Contact Phone: \_\_\_\_\_

**Refund Details**  
Please nominate type of refund:  
 Refund by Cheque Payable to: \_\_\_\_\_ Bank: \_\_\_\_\_ Branch: \_\_\_\_\_  
 Direct Credit to Bank Account No: \_\_\_\_\_  
Address for Remittance Advice: \_\_\_\_\_

**Signature**  
Name of Applicant: \_\_\_\_\_  
Date: \_\_\_\_\_  
Signature of Applicant: \_\_\_\_\_

**Council Office Use Only**  
Order Paid: \_\_\_\_\_ Amount: \_\_\_\_\_ Receipt No: \_\_\_\_\_ Invoice No: \_\_\_\_\_  
St. Code - Inspection Fee: \_\_\_\_\_ Bond: \_\_\_\_\_ RFS No (1 To Complete): \_\_\_\_\_ Doc No: \_\_\_\_\_  
RBIF: \_\_\_\_\_ RDBOND: \_\_\_\_\_

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**Bond Refund Process**  
Pursuant to Sections 22 and 120(6) of the Local Government Act 2002, Council sets a fee and bond to ensure the protection of Council infrastructure, including roads, street signage, street lighting, kerb and channel, culvert ends, footpaths, water and wastewater connections.  
Pursuant to Section 175, the Bond will be refunded in full on demonstration that there has not been any willful or negligent damage or interference with any works or property owned, constructed, acquired or used by Ruapehu District Council.  
It is important that you provide Council with your contact details and details about your proposed relocation of a building or structure, so that Council can inspect the route and the potential and/or actual effects on Council's assets. It is important that you advise Council of the date of the relocate and the route the house will be moved along.  
1. This form provides Council with your contact details and details about your proposed relocation of a building or structure, so that Council can inspect the route and the potential and/or actual effects on Council's assets. It is important that you advise Council of the date of the relocate and the route the house will be moved along.  
2. You are required to pay the Relocation Bond, Inspection and Monitoring Fee BEFORE you relocate your building/structure. Failure to comply with this requirement will result in you incurring a fee for any damage found upon inspection after the activity, whether the damage was already there or not.  
3. You/your representative must notify Council of commencement of removal or relocation at least 48 hours prior to the activity.  
4. Council will make an inspection of the route as soon as practical prior to and following the relocation or removal of the building.  
5. If damage to Council assets has occurred during the removal of building or structure, the cost of repairs, when notified, will be deducted from the Bond.  
6. If Council is satisfied that no damage to Council property has occurred during the removal of the building or structure, the Bond will be refunded unless otherwise notified.  
7. Cash bonds are held in a non-interest bearing bank account.  
8. This Bond is in addition to any set for Resource Consents. Refer to Council's Annual/Long Term Plan for details.  
9. Payment can be made by direct credit. Council bank account details are: BNZ TMBN 02-067.  
10. The Fee includes an Inspection and Monitoring Fee (non-refundable - includes inspection and monitoring of the route and the potential and/or actual effects on Council's assets). Refer to Fees and Charges (www.ruapehu.govt.nz) for current fees.



# Council Fees and Associated Costs

Council's fees change each year. However, the information below has been provided so that you have an indication of costs.

*See Fees and Charges Manual on Council's website for the most up-to-date charges.*

Example of Council costs associated with relocating a building are shown below.

Please note that there will also be other indirect costs associated with Council requirements, including geotechnical report, the cost of reinstating the building and the cost of insulation, heating and employing a Licensed Building Practitioner to prepare the Pre-Inspection Report.

<b>Consent</b>	<b>Fees (incl GST) (Estimates oly)</b>
Building Consent Base Fee (Assumption: \$10k - \$20k value of works)	\$1,135 Deposit. Actual costs will be dependent on how long it takes Council to process the application.
Various Building Levies (\$4.36/\$1,000 value of work)	\$87 (assuming \$20,000 value of work)
<b>Other Council Costs</b>	
Connections to or provision of services (water, wastewater, stormwater)	Will depend on the site
Development Contribution (if applicable)	See Development Contributions Brochure included in this pack
NES File Check	\$50 to view Council files.
<b>Bonds</b>	
Reinstatement of Exterior of Building (50% of value of external works, assuming \$20,000)	\$10,000 estimate Assuming external works are completed within 12 months, the money is returned less monitoring and administration costs (estimate \$400).
Street damage bond	\$5,300 (\$5,000 returned if no damage to road network)

# Things to Think About

## Costs

Relocating a building can seem like a very cheap option. Do your research. Generally speaking, relocating a house does cost less than building a new house or transporting a new house onto a site. However, people often under-estimate how much a project will cost. Talk to a builder or others who have undertaken similar projects to get a good idea of actual costs.

## Electricity – Keeping Costs Down

Within most of the District, you pay a power bill to your power company and a separate lines bill to The Line Company (TLC). Note that this does not affect Raetihi.

The lines charges are a set fee over the year and are determined, to a large extent, by your winter power usage (eg, you will pay the same amount for your lines bill in summer, even if you are not using the property, as you pay in winter.) This often surprises people.

For a holiday home in Ohakune, a typical TLC bill would be between \$90 - \$300 per month, depending on the type of heating and whether the hot water supply is able to be controlled by a ripple relay signal.

When you are relocating and upgrading a building, it is a good opportunity to think about energy efficiency measures to minimise the longer term running costs of the building. On a typical house, heating accounts for 29% of the energy bill, while hot water typically accounts for 30%. Spending additional money initially on these areas may result in longer term savings on your power and lines bills. For example, a gas hot water heater has a significant up-front cost. However, it may significantly reduce your monthly lines bill.



For specific advice about managing your lines charges, TLC offers free energy advice and audits. Phone 0800 367 546.

There are lots of good websites with advice on energy efficiency – here are some:

- » EECA Energywise: [www.energywise.govt.nz/](http://www.energywise.govt.nz/)
  - Wide range of advice including advice from renovation ideas to energy efficient appliances.
- » Level: [level.org.nz/](http://level.org.nz/)
  - Advice on sustainable building

Also when you are insulating, think about increasing the R Value of the insulation product. A product with a higher R Value will provide greater insulation.



## Is the Design of the House Right for Your Site?

Generally you will want the biggest windows in the house facing north for sun and heat (and possibly views) and the front door facing the road. Check that the layout of the house will work for your site.

## Renovation Advice for Different Styles of Buildings

The Building Research Association of NZ (BRANZ) has a really helpful website ([www.renovate.org.nz](http://www.renovate.org.nz)) on renovating different styles of buildings (eg, villas, bungalows, 1940-60s houses).

The website also highlights some of the common issues with the different forms of building and suggests solutions.

In general, be aware of asbestos and lead paint, and how these materials can be safely dealt with.



# Attachments

- » Building Consent Form.
- » The Building Consent Fees.
- » A Guide to District Plan Standards.
- » Development Contributions Brochure.
- » Building Pre-Inspection Report.
- » Bond Agreement.
- » District Plan Zone Rules.
- » Street Damage Bond Application.
- » Hazardous Activities and Industries List



# Checklist

- Building Consent Application
- Building Consent Fee
- Geotechnical Report (if required)
- Pre-Inspection Report
- Bond Agreement
- Bond Paid
- NES Check (if required)
- Street Damage Bond

